CHIEF SECRETARIAT

Dated 10th August 1949.

No. H. 2082—Ptl. 2-49-2. The following Rules and Application Form relating to the United Nations Trainees Examination, 1949, are re-published for the general information of the public.

K. SRINIVASAN, *Chief Secy.*

FEDERAL PUBLIC SERVICE COMMISSION.

UNITED NATIONS TRAINEES.

Notice to candidates applying for traineeships.—The Federal Public Service Commission propose to hold sometime in October 1949, on behalf of the United Nations, an examination to select a few trainees for administrative and professional posts with the United Nations Secretariat at its headquarters, Lake Success, New York. The examination will be held at Allahabad, Bombay, Calcutta, Delhi and Madras. Candidates should be between the ages of twenty and twenty-seven and should possess an Honours Degree of a recognised Indian or Foreign University; or should have reached an equivalent educational standard. Candidates must be nationals of the Indian Dominion by birth or by domicile. Persons of Indian descent, or citizens of Indian States which have not acceded to the Indian Dominion or citizens of the Pakistan Dominion or of any other territory adjacent to India are also eligible but a declaration of eligibility issued by the Government of the Dominion of India will be necessary in their case before appointment.

2. Applications for admission to the examination must be submitted on the application form enclosed, must be accompanied by a Treasury Receipt or Crossed Postal Orders for Rs. 37-8-0 (Rs. 9-6-0 for Scheduled Caste Candidates) and must reach the Secretary, Federal Public Service Commission, Council House, Post Box No. 186, New Delhi, not later than the 27th August 1949. Two weeks' extension allowed to candidates residing abroad. The Crossed Postal Orders should be marked payable to Secretary, Federal Public Service Commission, at New Delhi Post Office. If a Treasury receipt is submitted, the application fee should be deposited under the account head "XXXVI—Miscellaneous Departments—Examination fees—Receipts of the Federal Public Service Commission" into the nearest Government treasury or in a branch of the Imperial Bank of India or into a State treasury authorised to transact business on behalf of Government. The name of the examination and of the treasury in which the fee is deposited should be clearly stated in the treasury receipt. The fee intended to be paid at Bombay, Calcutta, Madras or Delhi, should be deposited in the Reserve Bank of India instead of the Imperial Bank of India. The treasury receipt must be marked prominently at the top right hand corner "Central". The treasury receipt should be on the blue form pertaining to Central Government transactions and should be obtained from the treasury at which the fee is deposited. If the blue form is not available in any treasury the ordinary form hitherto employed may be used.

Note.—1. Candidates who are residing outside India should deposit their fees at the office of the High Commissioner for India or of the Indian Ambassador or of the Government of India's Representative, as the case may be, and attach the receipts to their applications.

2. Money Orders or Cheques will not be accepted by the Commission.

3. Applications not accompanied by the application fee will not be considered. This fee will not in any circumstances be refunded once an application has been considered by the Commission. A refund of Rs. 30 will however be allowed to candidates who are not admitted to the examination by the Commission.

4. A candidate claiming to belong to a Scheduled Caste and paying the reduced application fee of Rs. 9-6-0 must attach to his/her application a certificate from the District Officer concerned confirming his/her claim.

5. The Commission may, at their discretion remit the prescribed application fee where they are satisfied that the applicant is a *bona fide* refugee and is not in a position to pay the prescribed fee.

6. A refugee seeking remission of the fee should forward along with his/her application an attested copy of his/her refugee Registration Card and Certificate in original from a District Officer or a Gazetted Officer of Government or a Member of the Central or Provincial Legislature to show that he/she is not in a position to pay the prescribed fee.

7. Persons already in Government service, permanent or temporary must apply through the proper channels.

8. The appointments of persons serving in the Forces selected for appointment is conditional upon his being released from the Forces to take up the appointment.

9. Applications will be acknowledged but candidates are advised to send them by registered post.

3. *Aim of the Competition.*—The purpose of this competition is to select trainees for Administrative or perhaps professional work (*e.g.* legal, financial) with the Secretariat of the United Nations. It is hoped that such trainees will be of a calibre to merit eventual promotion to senior positions in the Secretariat. A total of *ten appointments will be made from among candidates in India and Pakistan*.

4. *The work of the Secretariat.*—The Secretariat is the administrative organ of the United Nations; it is in effect an international civil service; it deals with such diverse subjects as budgeting, the organisation of conferences, the provision of date and information on problems being considered by the United Nations, the preparation of documents, personnel work. *Members of the Secretariat are in no sense delegates of their countries.* On appointment they take the following oath:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the function entrusted to me as a member of the international service of the United Nations, to discharge those functions and regulate my conduct with the interests of the United Nations in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to the Organization."

5. *Terms of Appointment.*—Successful candidates will offered indeterminate appointments* subject to a probationa period of not more than two years. After one year a trainee who is making inadequate progress may be required to abandon both his/her probation and his/her contract.

*Extract from Staff Rule 60: "An indeterminate appointment which has been confirmed after a probationary period shall be considered permanent, subject to review every five years on grounds of efficiency, competence and integrity".

Appointments will be at grade 8, with a starting annual salary of 3,780 Dollars (U.S. Currency) *plus* allowances and subject to adjustment in respect of taxation. Candidates are advised against trying to assess the value of this rate by calculating its worth in their country's currency at the official rate of exchange. Such a method may lead those who live in countries where the cost of living is much lower than in the United States to form an exaggerated idea of what their pay will mean in terms of standard of living. But they can be assured that United Nations' rates of pay and allowances are as good as those of comparable organisations anywhere in the World and will permit a standard of living appropriate to the duties performed.

6. *Form of Examination.*—The competition will consist of three parts:

Part (1) Application forms will be considered by the Federal Public Service Commission. All candidates who are not admitted to the Examination will be informed accordingly by the Commission. Candidates admitted to the Examination will be informed by the Commission of the date, time and place of Examination.

Part (2) Candidates thus selected will take a written examination at the centre allotted. The written examination will be in three parts—

(*a*) tests of mental capacity and general knowledge; in India and Pakistan the tests will be in English or French;

(*b*) a written test of knowledge of the English or French language;

(*c*) a short thesis or essay on a specialized subject according to the major studies and training of candidates.

These papers will be marked at United Nations Headquarters, New York.

Part (3) Those selected as a result of the written examination will be finally interviewed by a Board on which, it is hoped, two representatives of the United Nations will sit.

Successful candidates will be expected to take up their duties at United Nations Headquarters some time during 1950.

7. *Travelling Expenses.*—No travelling expenses will be paid to candidates attending the written examination.

Candidates selected to attend interviews will be reimbursed two Class II Railway fares for travel from their normal place of residence to the place of interview. If candidates have to stay overnight in the town where the interview takes place, a contribution towards their expenses will be made.

The United Nations will pay the fares of successful candidates and their immediate dependents from their homes to New York.

8. *Completion of application form.*—Particular attention of candidates is invited to the instructions printed on the application form which read as follows:—

"*Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.*"

Educational Qualifications.—Column 11 (A) of the application form.

Indicate also the nature of your degree (e.g. Honours Degree, Class or Division).

9. *How to Apply.*—Completed application should be submitted addressed as follows:—

"UN TRAINEES"
THE SECRETARY,
FEDERAL PUBLIC SERVICE COMMISSION,
COUNCIL HOUSE,
POST BOX No. 186, NEW DELHI.

The completed Applications must reach on or before the 7th August 1949. Applications received late will not be considered.

Applications not accompanied by documents asked for in the application or in this notice may not be considered.

10. *Important.*—Attach a sheet of paper to your application giving the following particulars:—

1. Name ... .
2. Address ... .
3. Whether you wish to be examined in English or in French. .....
4. Centre of Examination at which you wish to appear. .....
5. List of documents sent with your application. .....
6. State the name of the Treasury, Bank or post office from which you submit a treasury receipt or postal orders and the numbers and dates of the treasury receipt or postal orders. .....
7. Signature and date ... .

11. *Documents required with the application.*—

(*a*) Autobiographical sketch (Para 17 of the application form).

(*b*) References (para 15 of the application form).

(*c*) Crossed Postal orders or a treasury receipt for Rs. 37-8-0 (Rs. 9-6-0 for Scheduled Castes) payable to the Secretary, Federal Public Service Commission, New Delhi.

12. A candidate must be in sound bodily health. He/She must be prepared to undergo such medical examination and satisfy such medical authority as may be required of him/her.

13. Each candidate will be informed of the result of his/her application in due course and any interim enquiries about the result are therefore unnecessary and are liable to be ignored.

14. Any change in a candidate's address as given in the application must at once be notified to the Secretary, Federal Public Service Commission, New Delhi.

Candidates must arrange for the re-direction of communications to their new address if necessary. The F.P.S.C. make every effort to take account of changes in candidates addresses but cannot accept any responsibility in this matter.

15. Women are eligible.

UN/P/123
15 September 1948

INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.

UNITED NATIONS

APPLICATION FORM

COMPETITION FOR ADMINISTRATIVE OR PROFESSIONAL TRAINEES

DO NOT WRITE IN THIS SPACE

1. Surname | Other names | Maiden name, if any

2. Address for correspondence | Telephone number

3. Present residence (*specify city, province or state, and country*)

4. (A) Place of birth | (B) Date of birth | (C) Citizenship at birth | (D) Present citizenship

5. Sex (*tick box*) Male ☐ Female ☐

6. Marital status (*tick appropriate box*) Single ☐ Married ☐ Widow(er) ☐ Divorced ☐ Legally separated ☐

7. Have you any dependents? Yes ☐ No ☐ if answer is "Yes" give following information:

Name	Age	Relationship	Name	Age	Relationship

8. Have you any near relatives who are employed by a public international organisation? Yes ☐ No ☐ If answer is "Yes" give following information:

(A) Name	(B) Relationship	(C) International Organisation

9. LANGUAGES
(*List mother tongue first*)

	READ			WRITE			SPEAK		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

10. Have you previously submitted an application for employment with an international organisation? Yes ☐ No ☐	If answer is "Yes" indicate: Organisation	Date

11. **EDUCATION**: Give full details, using the following space insofar as it is appropriate.
(A) University or equivalent:

Name and Place	Years Attended		Degrees and academic distinctions	Main subjects
	From	To		

(B) Schools or other formal training or education from age 14 (*e.g. high school, technical school, or apprenticeship*):

Name and place	Type	Years Attended		Certificates or diplomas obtained
		From	To	

12. (A) List any societies in which you have been active at school or university

(B) List any activities in civic, public or international affairs.

(C) List any professional societies to which you belong; give status in the society.

(D) List any publications you have written (*do not attach*).

13. **EMPLOYMENT RECORD** : Starting with your present post, list in *(reverse order)* every employment held and any significant experience which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required. Include service in the armed forces.

Present or Most Recent Post

Dates		Salaries per Annum	
From	To	Starting	Most recent

Exact title of your post

Name of employer	Type of business

Address of employer

Number and kind of employees supervised by you

Reason for leaving, if applicable

Description of Your Work

Dates		Salaries per Annum	
From	To	Starting	Final

Exact title of your post

Name of employer	Type of business

Address of employer

Number and kind of employees supervised by you

Reason for leaving

Description of Your Work

Dates		Salaries per Annum	
From	To	Starting	Final

Exact title of your post

Name of employer	Type of business

Address of employer

Number and kind of employees supervised by you

Reason for leaving

Description of Your Work

14. Have you any objections to our making inquiries of your present employer? Yes ☐ No ☐

15. **References**: A. You are asked to send, at the same time as this application, a testimonial from some member of the staff of your university or place of higher education. The testimonial should relate to the level and quality of your academic work, the part you played in university life and your character in general. Please provide the following particulars of the person who is giving the testimonial.

Name	Address	Status

B. If you have been in employment you may also furnish a testimonial from one of your employers. Give the following particulars about him.

Name	Address	Business and position in business

16. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, giving dates, areas, purpose, etc. Also state any disabilities which might limit your field of work. Final appointment may be subject to a physical examination.

17. **Autobiographical Sketch**: The details for which we have asked are necessarily disconnected. In order to give us a clearer and more coherent picture of you, please write, on separate sheets of paper, a brief account of your life **(500-1000 words)** showing the main trends of your education, interests and experience. Include anything which you think will help us in evaluating not only your formal training but your whole character and personality. There is no need to repeat, in full, details already given on the application form. Be brief. We do not expect much more than 500 words except from those candidates whose experience has been more than ordinarily varied. Length without substance will NOT be accounted as merit. Please type or write very clearly. Put your name in block capitals at the head of each sheet of paper. Send in your autobiographical sketch with the application form.

I certify that the statements made by me in answer to the foregoing questions and in the accompanying autobiography are true, complete and correct to the best of my knowledge and belief.

Date _____ Signature _____